

Self Service User Manual

Type this URL into your Browser (Example - mozilla firefox/ internet explorer)

URL = <http://iacsebs1.iacs.res.in:8080/>

It is the address of an Oracle Production web page

Personalize Table Layout

Personalize Stack Layout

Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

*User Name

*Password

Login Cancel

Login Assistance

Accessibility None

Personalize Table Layout

Select a Language: English

User Name=Individual Employee ID (Example-EMP1000 for employee/SCH1000 for Institute Fellow/PRJ100 for Project fellow)
Password=welcome123 (Note new Password must be at least 5 character)

Most Visited Login Prod Google Login 8003 Login 8005

Logout

Change Password

* Current Password

* New Password

* Re-enter New Password

Password must be at least 5 characters

Submit Cancel

* Indicates required field

About this Page Privacy Statement Logout

Copyright (c) 2006, Oracle. All rights reserved.

i>Enter your initial Password at

Current Password Field (welcome123)

ii>Enter your New password at

New Password field

iii>Again enter your New password at

Re-enter New Password Field

Click on Submit Button

Most Visited Login Prod Google Login 8003 Login 8005

 E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard [Go] Logged In As E

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

[IACS Employee Self Service](#)

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Click on IACS Employee Self Service

 E-Business Suite

Enterprise Search: All [Go] Search Results Display Preference: Standard [Go] Logged In As EMP1188

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

[IACS Employee Self Service](#)

[Personal Information](#)

[Leave Management](#)

[Extra Information](#)

[Professional Details](#)

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Click On Personal Information

Personal Information

Personalize "Header Information"
Personalize Stack Layout: (SummaryContainerRH)

Employee Name: **Manna, Prabir**
Organization Email Address: **admpm@iacs.res.in**

Employee Number: **EMP1044**
Business Group: **IACS Group**

Personalize "Overview"
Personalize "Basic Details"

Basic Details

Personalize Table Layout: (TableLayout)

Full Name	Manna, Prabir
Marital Status	Married
Date of Birth	08-Apr-1970
Employee Number	EMP1044
Organization Email Address	admpm@iacs.res.in

Personalize "Phone Numbers"

Phone Numbers

Personalize Table Layout: (tableLayout)

Personalize "Phone Number"

Mobile	8017285331
--------	-------------------

- If you want to correct your Personal data then Chose the **Correct or complete the current Details**
- If you want to add/update a new information then chose **Enter new information because of a real change to the current details**



IACS Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Basic Details: Choose Option

Personalize "Header Information"
 Personalize Stack Layout: (SummaryContainerRN)

Employee Name **Manna, Prabir** Employee Number
 Organization Email Address **admppm@iacs.res.in** Business Group

Personalize "Basic Details"
 Select the type of change you want to make.

☒ Correct or complete the current details.
☐ Enter new information because of a real change to the current details (e.g. because of a change in marital status)

Cancel Next

About this Page Privacy Statement Diagnostics Home Logout Preferences Help Personalize Page Copyright (c) 2006, Oracle. All rights reserved.

Click on Next

Most Visited Login Prod Google Login 8003 Login 8005

Personalize "Name"

Name

Effective Date **09-Mar-2005**

Title **Mr.**

First Name **Prabir**

Middle Name

Prefix

* Last Name **Manna**

Suffix

Alias

Previous Last Name

Personalize "Other"

Other

Employee Number **EMP1044**

Date of Birth **08-Apr-1970**

* Gender **Male**

Marital Status **Married**

Organization Email Address **admppm@iacs.res.in**

Place of Birth **Dwariknagar, Namkhana**

PAN **AGWPM5535**

PAN Applied For

PAN Reference Number

Cancel Save For Later Back Next

You Change your Title/first Name/Last Name/Gender/Marital Status/email and PAN
 Click on next

Personalize "Name"

Name

Effective Date **09-Mar-2005**

Title **Dr.**

First Name **Prabir**

Middle Name

Prefix

* Last Name **Manna**

Suffix

Alias

Previous Last Name

Personalize "Other"

Other

Employee Number **EMP1044**

Date of Birth **08-Apr-1970**

* Gender **Male**

Marital Status **Married**

Organization Email Address **admpm@iacs.res.in**

Place of Birth **Dwarknagar, Namkhana**

PAN **AGWPM5535**

PAN Applied For

PAN Reference Number

Cancel Save For Later Back **Next**

Here I Changed Title from Mr. to Dr.

Click on Next

Personal Information: Review

Cancel Printable Page Save For Later Back **Submit**

Personalize Stack Layout

Employee Name **Manna, Prabir**
Organization Email Address **admpm@iacs.res.in**

Employee Number **EMP1044**
Business Group **IACS Group**

Personalize Stack Layout: (InstrRN)

Review your changes and, if needed, attach supporting documents.

Personalize Flow Layout: (ChangeIndicatorRN)

Personalize Table Layout: (ChdTb)

Indicates Changed Items.

Personalize Stack Layout: (HrReviewTablesRN)

Basic Details

Personalize "Basic Details"

Current	Proposed
Title Mr.	Dr.
Full Name Prabir Manna	Prabir Manna
First Name Prabir	Prabir
Last Name Manna	Manna
Employee Number EMP1044	EMP1044
Date of Birth 08-Apr-1970	08-Apr-1970
Place of Birth Dwarknagar, Namkhana	Dwarknagar, Namkhana
Gender Male	Male
Marital Status Married	Married
Organization Email Address admpm@iacs.res.in	admpm@iacs.res.in
PAN AGWPM5535A	AGWPM5535A
Residential Status Resident and ordinarily resident in India	Resident and ordinarily resident in India

Additional Information

At right side (Proposed) this sign indicate that you changed this field.
Click on Submit

IACS Employee Self Service

Navigation: Navigator Favorites Diagnostics Home Logout Preferences Help Personalize Page

Confirmation

Personalize Stack Layout: (HrConfRN)

Your changes have been submitted for manager approval.

Return to Overview

Diagnostics Home Logout Preferences Help Personalize Page

Click on Home

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

- [-] IACS Employee Self Service
 - [-] Personal Information
 - [-] Leave Management
 - [-] Extra Information
 - [-] Professional Details

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

From	Type	Subject	Sent	Due
SYSADMIN HR	Personal Information	Basic Details has been forwarded for approval to IACS HR GROUP	21-Apr-2016	

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

See the right side at Work list there have a notification that your basic details has been forwarded for approval.

If you want to add your qualification data



E-Business Suite

Enterprise Search | All | Go | Search Results Display Preference | Standard |

Logged In As E

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

- [-] IACS Employee Self Service
 - [-] Personal Information
 - [-] Leave Management
 - [-] Extra Information
 - [-] Professional Details

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

From	Type	Subject	Sent	Due
Ther4	Personalize / oracle/apps/fnd/wf/worklist/webui/AdvancWorklistRG.NtfWorklist			

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Click on Personal Details

Oracle Applications Home Page

Logged In As E

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

- [-] IACS Employee Self Service
 - [-] Personal Information
 - [-] Leave Management
 - [-] Extra Information
 - [-] Professional Details
 - [-] Education and Qualifications

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

From	Type	Subject	Sent	Due
SYSADMIN HR	Personal Information	Basic Details has been forwarded for approval to IACS HR GROUP	21-Apr-2016	

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

Click on Education and Qualification

[Personalize "Education and Qualifications"](#)
Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.
[Personalize "Qualifications"](#)

Qualifications

Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.
[Personalize "Qualifications Approved."](#)

[Add Qualification](#)

Type	Title	Start Date	End Date	Status	School	Update
No results found.						

Click on Add Qualification

Qualification

* Type

Title

Study Start Date

Actual Completion Date

Status

Grade

* School

Attendance Start Date

Attendance End Date

☐ Full-Time

[Personalize "School"](#)

School

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

* School

Attendance Start Date

Attendance End Date

☐ Full-Time

[Personalize "Qualification Information"](#)

Click on Type search button

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Name

Go

Results

[Personalize Table: \(QualTypeTableRN\)](#)

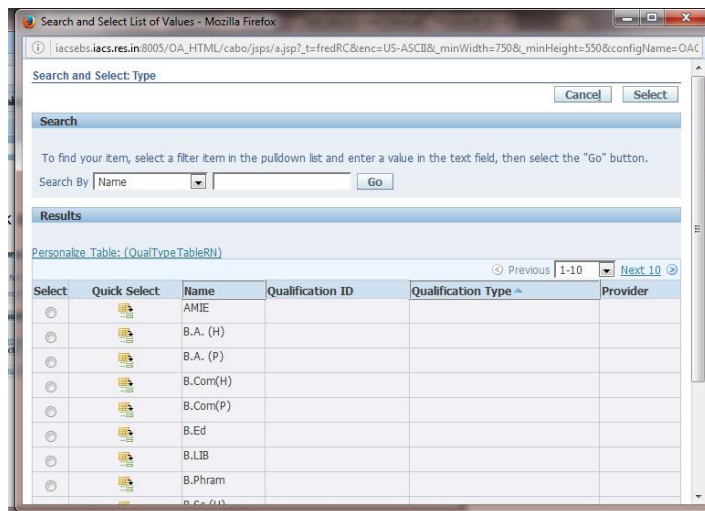
Select	Quick Select	Name	Qualification ID	Qualification Type	Provider
No search conducted.					

[About this Page](#)

Cancel

Select

Click on GO and select the Qualification Type



And enter start date and completion Date if it is fulltime course then click the fulltime checkbox.

Add Qualification

Cancel
Save For Later
Next

Personalize "Header Information"
Personalize Stack Layout: (SummaryContainerRN)

Employee Name
Organization Email Address
Employee Number
Business Group

Personalize "Education and Qualifications"
Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.
* Indicates required field
Personalize "Qualification"

* Type
AMIE

Title

Study Start Date

Actual Completion Date
(example: 21-Apr-2016)

Status

Grade

Personalize "School"
School

Click on Next then submit.

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"

Personalize Table Layout: (headerTable)

Personalize

IACS Employee Self Service

Personal Information

Leave Management

Extra Information

Professional Details

Education and Qualifications

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function"

Full List

Personalize "Notification List"

From

Type

Subject

Sent

Due

There are no notifications in this view.

✓TIP Vacation Rules - Redirect or auto-respond to notifications.

✓TIP Worklist Access - Specify which users can view and act upon your notifications.

Absence Summary

Entitlement Balances

Personalize "Absence Summary"

Personalize Query: (QueryRN)

Search

Personalize "Search"

Note that the search is case insensitive

Absence Type

Approval Status

Start Date

Go

Clear

Absence Category

Absence Status

End Date

Go

Clear

Personalize "Personalize Advanced Table"

Create Absence

Start Date	End Date	Absence Type	Absence Category	Days	Hours	Approval Status	Absence Status	Supporting Documents	Details	Update	Confirm	Delete
No results found.												

Personalize Stack Layout: (HrAbsRequiredAndIngrRn)

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.

* Indicates required field

* Absence Status

Confirmed

* Absence Type

Absence Category

Absence Reason

Duration

Personalize Table Layout: (HrAbsenceDurationTable)

* Start Date

Start Time

End Date

End Time

✓TIP Start Date is required.

Personalize Table Layout: (HrAbsTotalTable)

Days

Hours

Total

Calculate Duration

Replaced By

Personalize Table Layout: (HrAbsInDatePicTabLayout)

June

2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Personalize "Comments"

Comments

View Entitlement Balances

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration button to see the number of days or hours you are requesting.

* Indicates required field

* Absence Status: Confirmed
* Absence Type:
Absence Category:
Absence Reason:
Duration:
Absence Type:
Start Date:
End Date:
Total:
Days:
Hours:
Calculate Duration

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

Sun	Mon	Tue	Wed	Thu	Fri	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Personalize "Comments"

Comments

View Entitlement Balances

Create Absence: Enter Absence Details

Cancel Save For Later Next

Personalize Stack Layout

Employee Name: Manna, Prabir
Organization Email Address: admom@iacs.res.in

Employee Number: EMP1044
Business Group: IACS Group

Personalize Stack Layout: (HrAbsRequiredAndIngrNI)

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration button to see the number of days or hours you are requesting.

* Indicates required field

* Absence Status: Confirmed
* Absence Type:
Absence Category:
Absence Reason:
Duration:
Absence Type:
Start Date:
End Date:
Total:
Days:
Hours:
Calculate Duration

Personalize Table Layout: (HrAbsInlineDatePicTabLayout)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Personalize "Comments"

Comments

Cancel Printable Page Save For Later Back Submit

Personalize Stack Layout

Employee Name: Manna, Prabir
Organization Email Address: admom@iacs.res.in

Employee Number: EMP1044
Business Group: IACS Group

Personalize "Basic Details Top"

Personalize Header

Absence Details

Proposed

Absence Status: Confirmed

Absence Type: Child Care Leave

Absence Category: Other

Start Date: 09-Jun-2016

End Date: 09-Jun-2016

Days: 1

View Entitlement Balances

Personalize "View Entitlement Balances"

Personalize "Entitlement Balances"

View Entitlement Balance

Supporting Documents

Personalize "Supporting Documents"



Confirmation

The changes have been submitted for approval.

Absence Management: Summary

Personalize Stack Layout

Employee Name **Manna, Prabir**
Organization Email Address **admnm@iacs.res.in**

Employee Number **EMP1044**
Business Group **IACS Group**

Personalize Default Single Column: [\(leaveManagementHomeRN\)](#)

Absence Summary

Entitlement Balances

Personalize "Absence Summary"

Personalize Query: [\(QueryRN\)](#)

Search

Personalize "Search"

Note that the search is case insensitive

Absence Type
Approval Status
Start Date
(example: 24-May-2016)

Absence Category
Absence Status
End Date

Personalize "Personalize Advanced Table"

Create Absence									
Start Date	End Date	Absence Type	Absence Category	Duration	Approval Status	Absence Status	Supporting Documents	Details	Update Confirm Delete
09-Jun-2016	09-Jun-2016	Casual Leave	Personal Leave	1	Pending Approval	Confirmed			
20-Apr-2016	20-Apr-2016	Casual Leave	Personal Leave	1	Approved	Confirmed			